

Typical Fit-out Timelines

23.06.2021

DTR Design of the Built Environment



Typical Fit-out Timelines

Project Process Summary - Legend

[View Google Sheets Document](#)

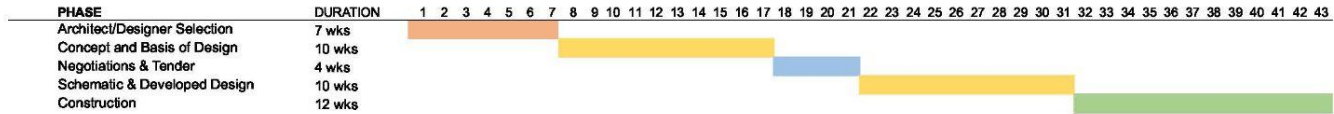
TYPICAL PROJECT PROCESS: ARCHITECT/DESIGNER SELECTION & DESIGN *Phases*

PHASE	DESCRIPTION
 <i>Architect or D&B Selection</i>	Beginning with project Kick-off through Designer/Architect award. Refer to Arch. Selection diagram for detailed breakdown of activities
 <i>Design & Documentation</i>	Beginning with Architect Appointment and Kick-off through completion of Construction Documents. Refer to Design & Construction diagram for detailed breakdown of activities
 <i>Negotiations & Tender</i>	Bidding & Negotiation through Contract Signing
 <i>Construction</i>	Design implementation

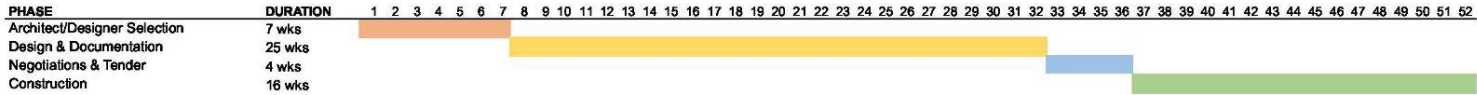
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Project Process Summary

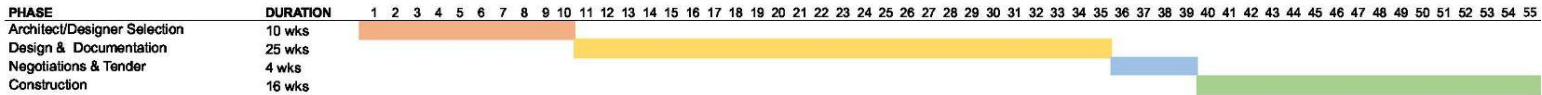
Concept Designer + D&B
Medium Size & Complexity Project



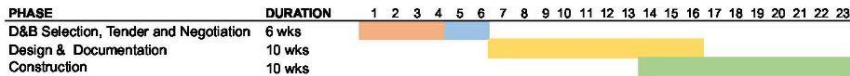
Traditional model- with MSA Designer
Large / High Complexity Project



Traditional model - standard
Large / High Complexity Project



D&B single phase
Small / Low Complexity Project



Typical Fit-out Timeline

Architect Selection - Legend

TYPICAL DESIGNER/ARCHITECT SELECTION

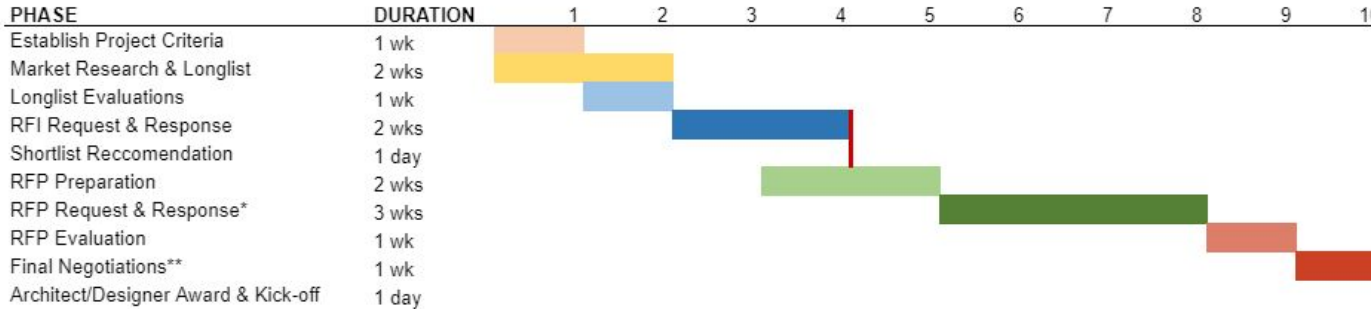
Phases & Process Steps

PHASE	DESCRIPTION
<i>Establish Project Criteria</i>	Project Kick-off with Global Architect, TPM and project team
<i>Market Research & Longlist</i>	Evaluation of potential candidates from prequalified list of global partners, or within local market with a goal of establishing a longlist
<i>Longlist Evaluations</i>	Global Architect compiles a longlist - reviews with local team and TPM
<i>RFI Request & Response</i>	TPM conducts an RFI process in order to gauge interest and capabilities of potential firms
<i>Shortlist Recommendation</i>	Global Architect proposes a shortlist - reviews with local team and TPM; team confirms final shortlist for tender
<i>RFP Preparation</i>	TPM prepares tender package - reviews with local team and Global architect
<i>RFP Request & Response</i>	TPM conducts a formal tender process with shortlisted firms
<i>RFP Evaluation</i>	RFP responses are analysed and evaluation matrix is completed by the Global Architect, TPM, and local team
<i>Architect/Designer Award & Kick-off</i>	Architectural/Design firm is awarded, a Kick-off meeting is held for process review

Typical Fit-out Timeline

Architect Selection: Large / High Complexity Project

Traditional model: Project Designer Selection
Large / High Complexity Project



*note: time period can vary from 2 weeks to 3 based on size of project and RFP requirements

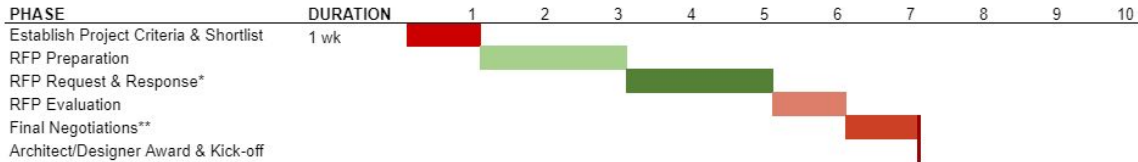
**note: time period can vary based on local requirements

Typical Fit-out Timeline

Architect Selection: Low & Medium Complexity Projects

2-Stage D&B + CD model: Concept Designer Selection***

Medium Size & Complexity Project



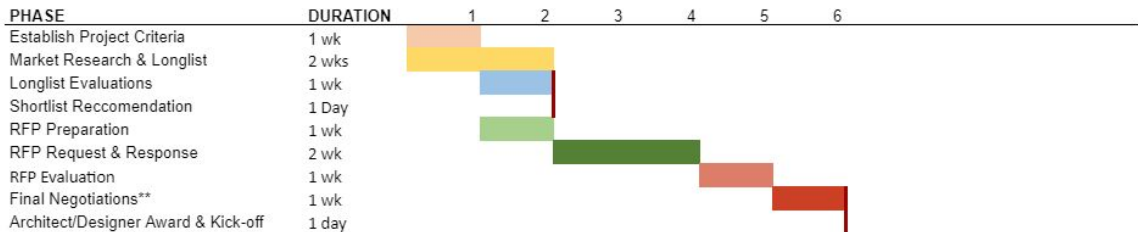
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**note: time period can vary based on local requirements

***note: same process applies to Traditional Model with MSA Designer

D&B single phase model: D&B Selection

Small Project / Low Complexity



*note: time period can vary from 2 weeks to 3 based on size of project and RFP requirements

**note: time period can vary based on local requirements

Typical Design Timeline

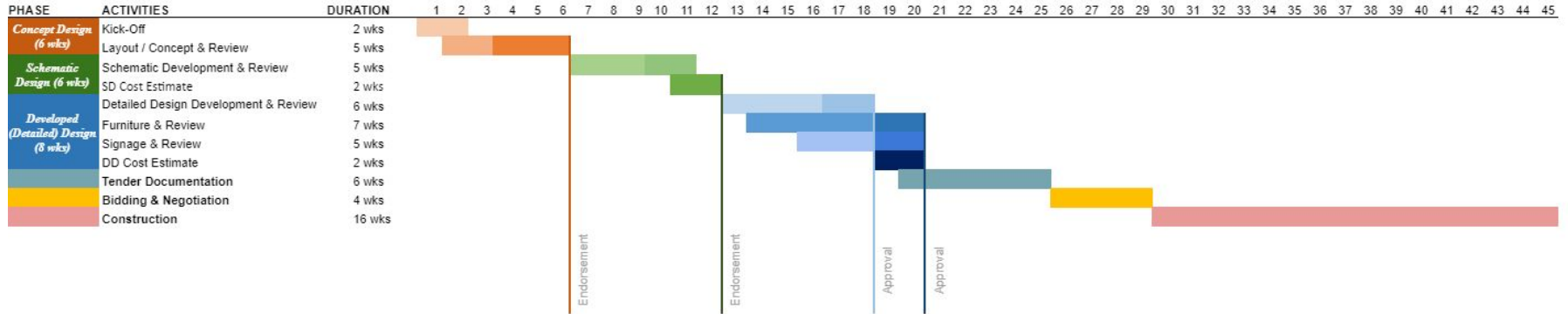
Design and Construction - Legend of Phases

PHASE	DESCRIPTION
<i>Concept Design & Layout</i>	
<i>Kick-Off</i>	On-Boarding / Research /Client Workshops. Concurrent development of concepts and layouts based on findings
<i>Layout & Concept, Basis of Design</i>	Concept for zoning and layout options, Design Concept with 3D views and basis of design for architectural elements, materiality, lighting, furniture, greenery, etc.
<i>Layout & Concept: Reviews & Revisions</i>	Reviews by local team, WPS team, and corporate architect. Account for revisions to be incorporated into layout to address comments
<i>Schematic Design</i>	
<i>Schematic Development</i>	Material Selections, Material allocation by area, Ceiling plans and Lighting selections, Furniture selections and plans, plant selections and allocations, 3D views, elevations and other deliverables as needed
<i>SD Reviews & Revisions</i>	Reviews by local team and corporate architect. Account for revisions to be incorporated to address comments.
<i>SD Cost Estimate</i>	Schematic Design is validated against agreed-upon budget
<i>Developed (Detailed) Design</i>	
<i>Architectural Design Development</i>	Detailed development and documentation of approved design including all elements and materials by space type, elevations, details, and other deliverables as needed
<i>DD Reviews & Revisions</i>	Reviews by local team and corporate architect. Account for revisions to be incorporated after each review.
<i>Furniture</i>	Furniture Basis of Design Package; preparation for tender. Partially to run concurrently with DD
<i>Furniture Reviews & Revisions</i>	Reviews by local team and corporate architect. Account for revisions to be incorporated
<i>Signage</i>	Complete Signage Package. Partially to run concurrently with DD
<i>Signage Reviews & Revisions</i>	Reviews by local team and corporate architect. Account for revisions to be incorporated
<i>DD Cost Estimate</i>	Developed Design is validated against agreed-upon budget
<i>Tender Documentation</i>	Set of Construction Documents to be used for permits and General Contractor / D&B tender
<i>Contractor Bidding & Negotiation</i>	Tender process, negotiations with GC / D&B teams
<i>Construction</i>	Design implementation

Typical Design Timeline

Design and Construction: Large / High Complexity Project

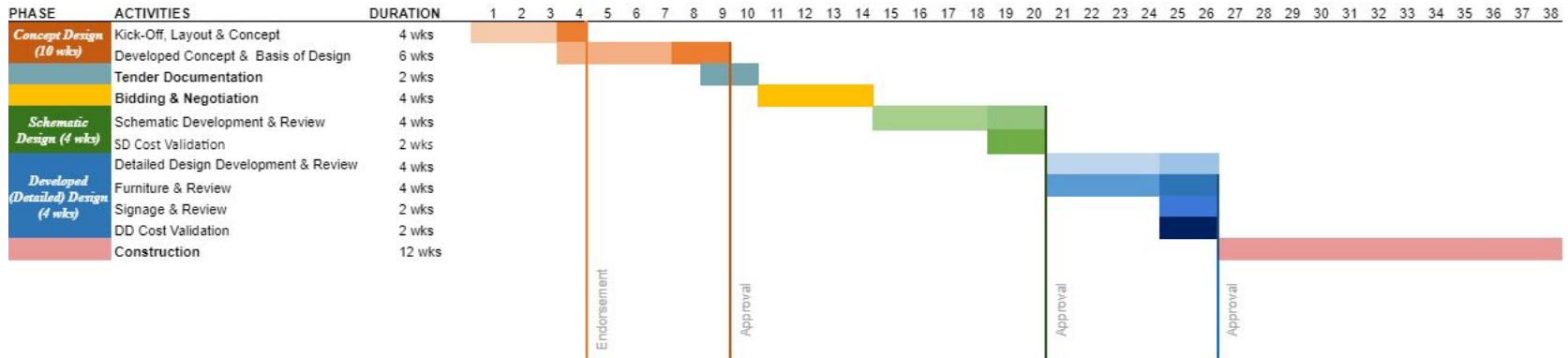
Traditional model - standard
Large / High Complexity Project



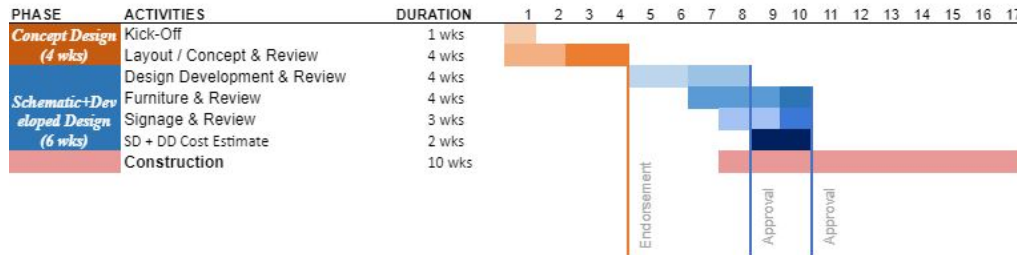
Typical Design Timeline

Design and Construction: Low & Medium Complexity Projects

Concept Designer + D&B
 Medium Size & Complexity Project



Small Project / Low Complexity



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